

# Course Guide / Rules for Online Japanese Language Course (Live OPJLC)

TUFS will be recruiting students for its Online Japanese Language Course for International Students (OPJLC). Students who will be starting their study at a university in Japan from spring 2024 are eligible. For those who wish to participate, please read the following carefully before application.

## To Apply

- 1) Application Period: Please refer to the program website.
- 2) How to Apply: Please refer to the program website.
- 3) Precautions:
  - In the Live course, morning class and evening class are offered. Please choose one that fits your schedule.
  - Please be sure to follow the steps outlined on the website and complete the procedures (nomination and application) by the deadline.
  - Applications submitted using a method other than specified in the course website and/or by ineligible applicants will not be accepted.
  - Please check the contents of each course carefully before applying.
  - In case of large number of applicants, there will be a draw.

## Cancellation of the course / withdrawal from the course

- TUFS may cancel the course for lack of participants.
- In such event, TUFS will notify cancellation to the applicants as soon as possible.
- If you wish to withdraw your application, please notify OPJLC Office immediately via email.

## Mid-term Enrollment

- Mid-term enrollment after a course has started is not allowed.

## Textbooks and Handouts

- The students must obtain the textbook used in the class by themselves at their own cost. You can check the textbook used in your class in the course outline.
- If there are any study materials in addition to the textbook, they will be distributed electronically via Google Classroom.

## Course Notes

- You must keep your video ON, and your microphone OFF (mute) when taking class. Unmute and speak only when your instructor instructs you to do so. If you have any questions, please use the “raise your hand” button or “chat” function in Zoom and ask the instructor for permission to speak.
- We do not provide technical support for online courses.
- If you wish to change your class or level, consult with your lecturer or the office immediately.
- There is no trial period.
- You can only attend the class you have registered. (E.g. If you are registered in a morning class and missed a class, you are not allowed to take an evening class for a make-up.)
- Recordings of classes will not be available.
- Recording, videotaping, or taking screen shots of classes is prohibited.
- Please attend classes from a quiet place. Please refrain from attending classes in public places such as cafes, public transportation, or during work hours, as this may cause inconvenience to the surrounding people and other students.
- If you have to leave a class for more than 10 minutes due to emergency issues, please leave from Zoom and re-enter after you are ready.
- Please write your real name for your Zoom and Goggle user name.
- It is the responsibility of the student to take security measures (such as protecting your computer from viruses, unauthorized access, loss or damage of equipment, and leakage of information) at the student’s own expense. TUFSS will not be able to compensate for any damages incurred by students.
- Students may be prevented from attending or may be expelled from a course in the event of any of the following undesirable behaviors. The course fee will not be refunded.
  1. Behavior that is disruptive to other students or interferes with the progress of the class.
  2. Any act that is illegal or that goes against public order and morals.
  3. Any action that violates course rules or prohibitions.

### **Access to your class (Please read this carefully!)**

- TUFS will email your Class Code for the Google Classroom after you are accepted to a course. Please make sure to log in to Google Classroom at least one week before the first class.
- The Zoom class link (invitation URL) will be posted in Google Classroom (you can enter with the class code) at least one week before the first class. Please enter the class from the same Zoom invitation URL (noted above) every class day.
- Information about class cancellations or make-up classes will be sent through Google Classroom. We will not contact you via email or telephone.

### **Prohibitions**

If you violate any of the following prohibitions, you may be denied access to the class.

- Sharing the class link (invitation URL), Zoom meeting ID, password, or Google Classroom class code with others.
- Recording, videotaping or taking screen shots of a class.
- Sharing a recording and/or screen shots of a class on social media.
- Redistributing the data or handouts distributed in class.

### **Handling of Personal Data**

TUFS will use personal information for the following purposes and to the extent necessary. Personal information will not be disclosed or provided to any third party without the consent of student.

- To confirm your identity when your application is accepted.
- To send you invitations to upcoming courses that will take place next semester.
- To ship study materials to your mailing address.

### **Other**

- Notice of absence is not required.

### **Contact**

Tokyo University of Foreign Studies (TUFS, 東京外国語大学)  
Office for Online Preparatory Japanese Language Course (OPJLC)  
Mail Address: 3-11-1, Asahi-cho, Fuchu-shi, Tokyo 183-8534, Japan

Email: [opjlc\[at\]tufs.ac.jp](mailto:opjlc[at]tufs.ac.jp)

- \* When you have questions, please contact us by email. (Please replace [at] with @.)
- \* We do not provide technical support for online courses. Please read the instructions carefully and complete the procedure by yourself.